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COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
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BOARD OF SUPERVISORS

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August 5, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AMENDMENT WITH HLN CONSULTING, LLC FOR PUBLIC HEALTH PREPAREDNESS
AND RESPONSE TO BIOTERRORISM (All Districts) (3 Votes)**

CIO RECOMMENDATION: APPROVE ☒ APPROVE WITH MODIFICATIONS [] DISAPPROVE []

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize and instruct the Director of Health Services, or his designee, to sign Amendment No. 2 to Agreement No. H-300184 with HLN Consulting, LLC (HLN), substantially similar to Exhibit I, to increase the maximum obligation by \$1,658,437, 100% offset by the Centers for Communicable Disease Control and Prevention (CDC) Award No. U90/CCU917012-04, from \$760,800 to \$2,419,237, effective upon Board approval through August 30, 2005, to provide for critical bioterrorism response enhancements and to revise the term of the Agreement to include a provision for a 12-month automatic renewal through August 30, 2006, contingent upon CDC funding.
2. Delegate authority to the Director of Health Services, or his designee, to execute amendments to the HLN Agreement No. H-300184 up to a maximum of 25% of the maximum obligation, subject to review and approval by County Counsel and Chief Information Office, and notification of Board offices.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

In approving the recommended actions, the Board is authorizing system enhancements to respond to acts of bioterrorism.

The funds for HLN will be utilized to further enhance the Los Angeles Immunization Network (LINK) web-based registry and manage the Strategic National Stockpile (SNS) vaccination and immunization inventory system.

The recommended sole source acquisition is based upon a contractual requirement for HLN to develop requirements and evaluate commercial inventory products for suitability as a vaccination and immunization inventory management system. The County intends to evaluate HLN's recommendation and, if accepted, proposes to acquire the software through the Internal Services Department. This is required to expedite the acquisition, customization, and implementation of a system to support critical SNS activities and meet CDC grant requirements.

FISCAL IMPACT/FINANCING:

Amendment No. 2 to HLN Agreement will increase the maximum County obligation from \$760,800 to \$2,419,237, an increase of \$1,658,437, 100% offset by CDC Award No. U90/CCU917012-04, for the period of August 31, 2004 through August 30, 2005.

Funding for this Amendment is included in the Fiscal Year 2004-05 Adopted Budget. There is no additional net County cost associated with these recommendations.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On May 20, 2003, the Board approved the initial sole source agreement with HLN through August 30, 2004 to develop bioterrorism response capability for the Los Angeles Immunization Network (LINK) system in the amount of \$345,000, 100% offset by CDC funds.

On August 26, 2003, the Board approved Amendment No. 1 which increased the maximum obligation by \$415,800, 100% offset by CDC funds, to design and develop a data management system prototype for Los Angeles County to support the receipt, staging and storage of material and equipment from SNS, as well as evaluate other possible enhancements to the LINK and key technologies to support mass vaccination/mass prophylaxis operations.

Amendment No. 2 will increase the maximum obligation by \$1,658,437, 100% offset by CDC funds and:

1. Support deployment of the LINK web-based registry including modules for pre-event vaccination and functionality related to dispensing/vaccination of pharmaceuticals.
2. Provide for additional enhancements to the LINK to support critical mass vaccination/prophylaxis operations during an emergency.
3. Support the acquisition of an inventory management system that will be modified to support operations related to the receipt, staging and storage of material and equipment from SNS and other available resources during an emergency.

Attachment A provides additional information.

County Counsel has approved Exhibit I as to form.

The Chief Information Officer concurs with the Department's recommendations.

CONTRACTING PROCESS:

HLN was awarded a sole source agreement based on their development and sole support for the California Automated Immunization Registry as an integrated inventory tracking system for SNS.

Considering the expertise of the contractor, the proprietary nature of the software, the need to quickly implement these activities to meet both urgent CDC grant requirements this year and national preparedness mandates, and considering the perilous times in which we live, it is recommended that the services provided by HLN, and their recommended vendor for the vaccination and immunization inventory management system, be continued.

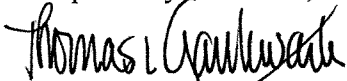
A sole source justification letter is on file with the Department.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of this Amendment will allow the continued utilization of funds as awarded by the CDC to enhance the Department's ability to respond to acts of bioterrorism.

When approved, the Department requires three signed copies of the Board's action.

Respectfully submitted,



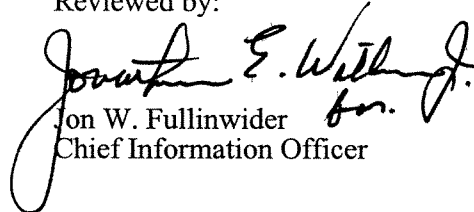
Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:jr

Attachments (2)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

Reviewed by:



Jon W. Fullinwider
Chief Information Officer

SUMMARY OF AGREEMENT
(HLN Consulting, LLC)

1. **TYPE OF SERVICE:**

HLN Consulting, LLC (HLN) is being contracted to further develop the Immunization Program (IP) registry as an integrated inventory tracking system that will provide functionality for Strategic National Stockpile (SNS) receipt, staging and storage operations and dispensing/vaccination centers.

2. **TERM OF AGREEMENT:**

Effective upon Board approval through August 30, 2005, with provision for a twelve-month automatic renewal.

3. **AGENCY ADDRESS AND CONTRACT PERSON:**

HLN Consulting, LLC
7072 Santa Fe Canyon Place
San Diego, California 92129
Attention: Dr. Noam H. Arzt, President
Telephone: (858) 538-2229; Facsimile (858) 538-2209

4. **FINANCIAL INFORMATION:**

Maximum County Obligation	Initial Contract 05/20/03-08/30/04	Amendment No. 1 05/20/03-08/30/04	Amendment No. 2 05/20/03-08/30/05
Total Program Costs:	\$345,000	\$760,800	\$3,044,237
Less: BT Supplemental Funds FY 02-03	-\$345,000	-\$345,000	-\$345,000
Less: BT Supplemental Funds FY 02-03		-\$415,800	-\$415,800
Less: BT Fund FY 03-04			-\$2,283,437
Net County Costs:	-0-	-0-	-0-

5. **GEOGRAPHIC AREA TO BE SERVED:**

Countywide.

6. **ACCOUNTABLE FOR MONITORING**

John Schunhoff, PhD, Chief of Operations, Public Health
Sharon Grigsby, Executive Director, Public Health Preparedness and Response for Bioterrorism

7. **APPROVALS:**

Public Health:	Jonathan E. Fielding, MD, MPH, Director of Public Health and Health Officer
Contract Administration:	Irene Riley, Director
County Counsel (approval as to use):	Robert E. Ragland, Senior Deputy County Counsel

CIO ANALYSIS

DEPARTMENT OF HEALTH SERVICES SOLE SOURCE AGREEMENT AMENDMENT NO. 2 WITH HLN CONSULTING, LLC.

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION
☐ DISAPPROVE

Contract Type:

☐ New Contract ☒ Contract Amendment ☐ Contract Extension
☐ Sole Source Contract

New/Revised Contract Term: Base Term: 1 Yrs # of Option Yrs 1

Contract Components:

☐ Software ☐ Hardware ☐ Telecommunications
☒ Professional Services

Project Executive Sponsor: John F. Schunhoff, Ph.D., Chief of Operations, Public Health

Budget Information :

Y-T-D Contract Expenditures	\$ 760,800
Requested Contract Amount	\$1,658,437
Aggregate Contract Amount	\$2,419,237

Project Background:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project legislatively mandated?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project subvented? If yes, what percentage is offset? 100%

Strategic Alignment:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions Document?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT Standards?

Project/Contract Description:

The Department of Health Services (DHS) is requesting Board approval to delegate authority to the Director of Health Services, or his designee, to sign an amendment to an Agreement with HLN Consulting, LLC (HLN) for enhancements to the Los Angeles Immunization Network (LINK) web-based registry to support mass vaccination operations and to support the acquisition and modification of a commercial-off-the-shelf inventory management system to manage the Strategic National Stockpile (SNS).

The proposed Amendment No. 2 will increase the maximum obligation for the Agreement from \$760,800 to \$2,419,237, an increase of \$1,658,437. This funding is fully offset (no net County cost) by federal Centers for Disease Control and Prevention (CDC) Bioterrorism Preparedness and Response grant funds. This amendment extends the term of the Agreement through August 30, 2005, and includes a provision for a 12-month renewal through August 30, 2006, contingent upon CDC funding. DHS is also requesting delegated authority to execute future amendments to the scope of this Agreement and the contract sum, up to a maximum of 25 percent of the maximum contract obligation. Execution of the renewal and future amendments are contingent upon CDC funding and will be subject to review and approval by County Counsel and the Chief Information Office, and notification to your Board offices. Finally, DHS is requesting Board authorization for the Internal Services Department to make a sole source acquisition of a commercial-off-the-shelf (COTS) inventory management system that will be used by the Department to support receipt, staging and storage of material and equipment received through the Strategic National Stockpile (SNS).

Services under this amendment include:

- Enhancing LINK web-based registry to support emergency response activities relating to field-based mass vaccination/mass prophylaxis operations;
- Supporting the training and deployment of LINK web-based registry including modules relating to pre-event vaccination and dispensing/vaccination centers;
- Documenting additional CDC, State and local requirements for an information system to support the management of the SNS and local medical caches;
- Supporting the acquisition and modification of a commercial-off-the-shelf (COTS) inventory management system to support the receipt, staging and storage of SNS and local materials and equipment during an emergency;
- Developing an interface between the modified COTS inventory management system and LINK to support mass vaccination/mass prophylaxis operations.
- Developing standards-based messaging interfaces between the modified COTS inventory management system and other bioterrorism-related applications;
- Supporting the deployment of the modified COTS inventory management system in a production environment.

The actual deployment of the production inventory management system will likely extend past the first year term and will ultimately require execution of the optional contract extension.

Background:

The Centers for Disease Control and Prevention (CDC) developed the SNS, formerly referred to as the National Pharmaceutical Stockpile, to ensure the availability and rapid deployment of pharmaceuticals, antidotes, and other critical medical supplies and resources to counter the effects of nerve agents, biological pathogens, and chemical agents. The SNS is currently ready for deployment to any U.S. location in the event of a terrorist attack involving a biological or chemical agent directed against a civilian population. Over the course of the last year, the DHS Bioterrorism Preparedness and Response Program has developed an operational plan to support the receipt, distribution, and dispensing of pharmaceuticals and medical assets from local caches and the SNS.

As part of its plan to develop information systems in support of the Bioterrorism Preparedness and Response Initiative, DHS allocated bio-terrorism funding to develop an initial set of enhancements to LINK web-based registry to support bioterrorism response. On May 20, 2003, the Board approved a sole source agreement with HLN Consulting, LLC in the amount of \$345,000 funded under the CDC agreement to develop the ability to track and deliver critical vaccines to the citizens of Los Angeles County during a public health emergency. However, no information system currently exists to support the effective management of the Strategic National Stockpile and local pharmaceutical caches during a public health emergency.

Project Justification/Benefits:

Approval of this amendment will support the acquisition and modification of COTS inventory management system to support the management of assets from the SNS. In addition, this will enable DHS to provide additional LINK web-based registry enhancements critical to support mass vaccination/mass prophylaxis operations. Finally, this amendment will provide for the integration and development of key interfaces between LINK web-based registry, as well as other bioterrorism-related applications.

Project Metrics

DHS has identified specific tasks and deliverables tied to milestone dates for this project. DHS staff will review and validate all products to ensure that HLN has successfully delivered them.

Impact If Proposal Is Not Approved

In order to adequately prepare for a possible bioterrorism event, it is critical for DHS to have an effective and reliable mechanism for managing assets from local caches and the SNS. Failure to approve this proposal would:

- Prevent the DHS Bio-terrorism Preparedness and Response Program from meeting critical CDC grant requirements, which could potentially impact future funding due to noncompliance.

- Limit DHS' ability to receive, distribute, and dispense critical medications and medical supplies to the citizens of Los Angeles County during a public health emergency.

Alternatives Considered:

Since there are currently no available commercial off-the-shelf (COTS) applications that perform all of the functions needed for managing medical assets from the Strategic National Stockpile, professional services are necessary to modify an existing system and provide an effective development and systems integration strategy. Existing third party products (inventory management systems, pharmaceutical systems, etc.) and systems utilized in other jurisdictions will be evaluated by the vendor and the County and may be considered an adequate solution to meet required SNS and LINK functional requirements.

Project Risks:

There are no apparent risks to the Department and the County for undertaking this project.

Risk Mitigation Measures:

This project minimizes the risk of future development activities through the use of an existing COTS inventory management solution that will be modified, where appropriate, to address Strategic National Stockpile requirements and local data needs.

Financial Analysis:

The requested maximum contract amount for this amendment is \$1,658,437, which if approved by your Board, will increase the maximum obligation for this Agreement to \$2,419,237. Funding for this project is fully subvented by CDC Bio-terrorism Preparedness and Response grant funds and represents no net County cost.

CIO Concerns:

None.

CIO Recommendations:

The CIO recommends approval of this Amendment.

CIO APPROVAL

Date Received: 08/03/2004

Prepared by: Greg Melendez, Jr.

Date: 08/06/2004

Approved: James Eastill, Jr.

Date: 08/06/2004